



WASHINGTON STATE DEPARTMENT OF
Natural Resources



**Natural Resource Program Coordinator (Dispatch)
Northeast Region**

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. The DNR also provides leadership in creating a sustainable future for the Public Land Trusts. The DNR manages over five million acres of state-owned land, over 1300 employees, and operates with a biennial budget of approximately \$400 million. You can find more information about the department at our [DNR Home Page](#).

APPOINTMENT TYPE: Permanent, FT

SALARY: \$3,215- \$4,115 per month, plus a full benefits package

CLOSING DATE: October 22, 2004

LOCATION: Colville, WA

POSITION PROFILE:

This position provides operational support for Northeast Region's fire program and is the region liaison to Resource Protection Division for fire protection, smoke management, regulation and cost recovery program and fire related tort claims. This includes managing the region's smoke management program, the fire suppression cost recovery program and yearly interagency cost reimbursement process, working directly with counties, rural fire districts and other agencies. The position supervises staff who direct the activities of Northeast Region Dispatch Center providing for the dispatching of personnel, aircraft and equipment for fire suppression on all incidents within Northeast Region.

MINIMUM QUALIFICATIONS/REQUIRED QUALIFICATIONS:

A Bachelor's degree and three years of professional experience in a natural resource area;

Or

Two years of experience as a forester 2, equivalent or higher level professional class in the DNR.

Paraprofessional experience performed in the DNR as an administrative assistant 2 or equivalent class, may be substituted for the forester 2 (or equivalent professional class) experience on a ratio of three years of paraprofessional experience to two years of professional experience.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS:

- Ability to communicate complex issues orally and in writing to a variety of audiences;
- Ability to manage programs including the mentoring of supervisory employees;
- Knowledge of wildland firefighting and fire dispatch;
- Ability to organize training sessions and teach others;
- Skilled at developing programs for tracking and monitoring accomplishments;

- Skilled in writing technical reports;
- Ability to review financial documents for completeness and accuracy;
- Ability to work as a member of a team and make collaborative decisions;
- Accounting and budgeting skills;
- Knowledge of computer accounting programs (e.g. Excel);
- Ability to make decisions in a dynamic and sometimes stressful environment;
- Ability to assess fire situations and develop contingency plans.

****DUE TO THE RESPONSIBILITIES OF THIS POSITION TO COORDINATE FIRE PREPAREDNESS AND DISPATCH WITHIN NORTHEAST REGION, THE ABILITY TO TAKE FIRE ASSIGNMENTS AWAY FROM THE REGION OFFICE WILL BE VERY LIMITED**

WHO MAY APPLY: This recruitment is open to anyone who meets the minimum qualifications. DNR employees who are eligible to transfer, voluntarily demote or elevate are also encouraged to apply. Interested candidates who wish to be considered for this opportunity must follow the application process below.

APPLICATION PROCESS:

Interested and qualified candidates should submit the following materials by **4:30pm** on the closing date:

- A letter of interest (not more than two pages) describing your qualifications as they relate to the position.
- A current resume or Washington State Job Application

Submit all materials by the closing date to:

Penny.foerch@wadnr.gov (Please indicate *NRPC* in the subject line of your e-mail)

Or

Fax (509) 684-7484

E-MAIL responses are preferred, but hard copies will also be accepted. Please submit your package in only one form.

For more information please contact Penny Foerch at (509) 684-7474.

This announcement is published by the Washington State Department of Natural Resources. The DNR is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 902-1150 or Telecommunications Device for the Deaf (360) 902-1156.